

AGRICULTURAL AND PROCESSED FOODS PRODUCTS EXPORT DEVELOPMENT AUTHORITY (APEDA)

(Ministry of Commerce & Industry Government of India)
3rd Floor, NCUI Building, 3 Institutional Area, August Kranti Marg, New Dethi-110016

CIRCULAR

Date: 13th June, 2026

Agricultural and Processed Food Products Export Development Authority, an autonomous body created under the Agriculture and Processed Food Products Export Development Authority Act 1985 intends to fill up the following post on deputation basis as indicated in paragraph no. 2 below:

- 1) Director (Pay Level 13) - 1 Post
- 2) Secretary (Pay Level 12) - 1 Post

2. The required qualifications and eligibility criteria for the post have been indicated below:-

| S No. | Name of the post | Number and Pay Level of post | Eligibility criteria |
|-------|------------------|---|--|
| 1) | Director | 1 (Pay Level – 13) (Rs.123100–215900) | Officer of Organized Group 'A' Services of the Central Government holding analogous posts on regular basis <u>or</u> with five years regular service in the Pay Level 12; General Manager/Secretary of APEDA with five years regular service in the post; |
| 2) | Secretary | 1 (Pay Level — 12) (Rs. 78800-209200) | Officer of Organized Group 'A' Services of the Central Government holding analogous posts on regular basis <u>or</u> with five years regular service in the Pay Level 11; Deputy General Manager of APEDA with five years regular service in the post |

Note:

- (1) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly officer on deputation shall not be eligible for consideration for appointment by promotion.
- (2) In case of appointment of departmental officers in the feeder category, the post/vacancy will be deemed to have been filled by promotion.
- (3) The initial period of deputation shall be **Two years** extendable on year to year basis. The maximum continuous period of deputation shall be five years. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government/State Government/Statutory/Autonomous Body(s) shall ordinarily not exceed five years.
- (4) The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications

For the list of Organized Group 'A' Services of the Central Government, the OM No.I-11019/5/2017– CRD dated 3rd April 2017 issued by DOPT may be referred to.

3. Application in the prescribed format as per Annexure duly filled in and with copies of all relevant documents must be forwarded through proper channel to Deputy General Manager (Personnel), APEDA, 3rd Floor, NCUI Building, 3 Institutional Area, August Kranti Marg, New Delhi-110016.

4. While forwarding applications, Photocopies of the ACRs/APARs with each page duly attested by the officer not below the rank of Assistant Director/Under Secretary for the last five years, Cadre clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may be furnished by the sponsoring authority.

5. The Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.

6. The last date of receipt of application is **60 days** from the date of publication of the advertisement in Employment News. Application received after the closing date will not be entertained/ considered. The candidate, in the event of selection, will not be allowed to withdraw his/her candidature subsequently on any ground.

ANNEXURE

APPLICATION FORM FOR DEPUTATION FOR THE POST OF DIRECTOR/SECRETARY IN APEDA

Post for which applied: DIRECTOR/SECRETARY (Please tick the post for which application is submitted)

| | |
|---|--|
| 1. Name (in Block Letters) | |
| 2. Residential Address for correspondence if any | |
| 3. Email Address | |
| 4. Mobile No. | |
| 5. Date of Birth (in Christian era) | |
| 6. Date of retirement under Central/ State Government Rules | |
| 7. (i) Please state the Organized Group 'A' Service (as per DoPT OM No.I-11019 / 5 / 2017 – CRD dated 3rd April 2017) you belong | |
| 8. Present Post held on REGULAR basis and its pay-level | |
| 9. Educational Qualifications and Experience | |

10. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

| Office/ Institution | Post held on regular basis | From | To | *Pay Level of the post held on regular basis | Nature of Duties (in detail) Highlighting experience required for the post applied for |
|---------------------|----------------------------|------|----|--|--|
| | | | | | |

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the posts held on **regular basis** to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

| Office/Institution | Pay Level drawn under ACP/MACP Scheme | From | To |
|--------------------|---------------------------------------|------|----|
| | | | |

11. Nature of present employment i.e Adhoc or Temporary or Quasi-Permanent or Permanent

12. In case the present employment is held on deputation/contract basis, please state-

| a) The date of initial appointment | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organization |
|------------------------------------|---|---|---|
| | | | |

Note 1: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

Note 2: Information under Column 12(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization

13. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

14. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.

This among other things may indicate information with regard to
(i) additional academic qualifications (ii) professional training and
(iii) work experience over and above prescribed in the vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

15. Achievements:

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/Institutions/societies and;
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/innovative measure involving official recognition
- (vi) Any other information.

(Note: Enclose a separate sheet if the space is insufficient)

16. Whether belongs to SC/ST

17. Any other relevant information, if any.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date

(Signature of the candidate)

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Size 25x6